

California National Guard - Human Resources Office

Army Active Guard Reserve (AGR) Warrant Officer Vacancy Statewide Vacancy Announcement

1 POSITION

Announcement Number: 096-09		Opening Date: 16 December 2008	Closing Date: 15 January 2009
Position Title: Personnel Tech	UIC/TDA/UMR Para/Line Number: W8AYAA/110B-02	DMOS/Branch: 420A	Maximum Grade: W2 Minimum Grade: W1
BDE/Unit Name and Address: SRCOM: 115 th RSG 115 th Regional Support Group, Roseville, CA		Selecting Official: Brigade AGR OIC, 115 th Regional Support Group	Personnel Eligible to Apply: Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Officer <input type="checkbox"/> **See Below Warrant Officer <input checked="" type="checkbox"/> Enlisted w/cert of Eligibility <input checked="" type="checkbox"/>
Security Clearance Requirement: <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check		Minimum Military Education Requirements:	

Note: Only AGR's or Traditional Guardsman with a certificates of eligibility may apply for a Warrant Officer when applicable for the position.

Conditions of Employment

IAW AR 135-18, applicants must meet the following requirements prior to applications being forwarded for board consideration:

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Initial AGR tours are three (3) years.
- Officer or Warrant Officer who has received a referred officer evaluation report under the AR 623-3, in the past 36 months preceding the date of application or the scheduled date of entry in the AGR Program.
- Soldier must not have been relieved for cause from any duty position, including but not limited to relief from command, in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.

Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.

Primary Duties and Responsibilities

Manages functions which support the Army's personnel management system. Monitors input to DIMHRS, SIDPERS and other automated / manual data systems used in personnel management by use of established forms and coding procedures. Makes decisions based on a variety of information sources, personnel and command requirements. Initiates and prepares correspondence or messages to other organizations, both military and civilian, and individuals in response to request for information, policy or guidance. Oversees word processing activities supporting the personnel activity. Interprets regulations for individuals on personal and family member affairs, financial matters and career considerations. Supervises military and civilian personnel engaged in specialized personnel and administrative related duties. Manages the integration of automated personnel systems into the military personnel work center. Oversees issuance of all types of orders. Oversees the overall dispensing of customer services to include management of the personnel services center appointment systems, management of the soldiers suspense programs, and management of the identification card system to include update of the DEERS/RAPIDS data base.

Specialty Qualification Requirements

- Applicants must possess the required MOS within one year of accession. Soldiers applying must meet the physical demand, rating and qualifications for the initial award of the MOS IAW DA Pam 611-21.
- Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21:
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Officer.
- Must have no other record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the position of trust.
- Must have no convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.
- Military Status: Full-Time Military Title 32 Section 502 (f) (AGR).

Instructions for Applying

Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information: **(Please No binders)**

- NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one of the application.
- Three-quarter-length photograph in a duty uniform taken within the previous 12 months ("official" military photograph is not required).
- Officer/Enlisted biographical summary.
- Completion of Warrant Officer Basic Course within 12 months.
- Certified copy of DA Form 2-1, Officer Record Brief (ORB), Enlisted Record Brief (ERB) or Personnel Qualification Record (PQR).
- All OER's/NCOER's for the last three years. Supervisor must provide a written statement or memo providing information as to why Soldier's OER's/NCOER's are not available.
- **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen. Ensure that height and weight are annotated.
(Certified Copy – See frequently asked questions)
- Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).

- Current Medpros printout (Available on AKO).
<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record).
- All DD Form 214 (s) and NGB Form 22 (s) covering any active duty periods (copy must include bottom portion that identifies SPD code).
- RPAS statement.
- Current DMV print out (within six months) must be enclosed with this packet. Must have a current driver's license.
- Applicants who answer YES to questions 8 or 12 – 18 of section IV, NGB Form 34-1, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.**
- **Submit application to:** Joint Force Headquarters, ATTN: CAJS-J1-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101. Please do not call the AGR Branch with questions regarding your application; you will be notified by mail. Please see the frequently asked questions on our web page.

Note: If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ERB, ORB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3420. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSSES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.